

Department of Health
HIV/AIDS Hepatitis STD and TB Administration
RFA_HAHSTA_FDS071015

Frequently Asked Questions (FAQs)

1. The second paragraph under the “Application Submission” section on page 15, describing the organization of the application submission, is not consistent with the “Attachment J” instructions on the chart on page 16. Which set of directions should applicants follow?
 - A. Applicants should follow the instructions on page 15 under **Application Submission**. **“The application package consists of one original, three (3) additional printed copies and a copy on a USB flash drive. The original, each additional copy and the flash drive must be submitted in separate envelopes. Each of the envelopes must have a copy of the Applicant Profile (Attachment C) and Application Receipt (Attachment J) attached to the outside.”**
2. What is meant by the term “indigent” in the first paragraph on page one and throughout the application when referring to the eligible client population?
 - A. **For this RFA, #HAHSTA_FDS071015**, “Indigent” describes individuals with incomes at or below 500% of the Federal Poverty Guidelines released by the U.S. Department of Health and Human Services, available at: <http://aspe.hhs.gov/poverty/15poverty.cfm>.
3. Memoranda of Understanding (MOUs) are discussed. Which MOUs should applicants submit with their application?
 - A. Applicants should submit MOUs existing between their organization and their primary referral source(s).
4. If an organization has a back-up site secured but the agreement securing the site expires in 2016, and a new site has not been secured, is evidence of the current agreement sufficient to satisfy the back-up site requirement?
 - A. Yes, if the agreement is effective at the time of the application and will remain effective after the beginning of the performance period (October 1, 2016), such an agreement is sufficient.
5. What is the page limit for the application?
 - A. The page limit for each application section is listed on page nine under “Application Elements.”

6. Is transportation to deliver the meals a reimbursable expense under the grant (billed as mileage)?
 - A. Yes, transportation is reimbursable as mileage under the terms of the grant – as long as the costs are incurred as part of a budget already approved by the assigned HAHSTA program officer and grants management specialist.
7. On page 14, subsection i of the grant application, it states “A maximum of ten percent (10%) of the amount budgeted for direct services is permitted for all administrative or indirect costs activities.” Does this statement describe any change from how administrative dollars are currently calculated for the current form of this grant, awarded as part of a 2012 RFA?
 - A. No. This statement represents a policy consistent with how the previous grant was awarded and funded.